

1. Set up inbound EIB integration

Access the [Create EIB](#) task and follow the wizard-style interface to establish the inbound integration settings.

2. Generate a spreadsheet template

Using a related action from the integration that you created, you can generate a spreadsheet template. The following is an example of the spreadsheet generated by the [Create EIB](#) task using the **Put Period Schedule** web service data format. This spreadsheet is used to upload period schedules.

Period Schedule						
	All			Period Schedule Data [All]		
Name	Required	Optional	Optional	Required	Required	Required
Format	Text	YN	Period Schedule ID	Text	Text	Frequency ID
Value	Spreadsheet Key*	Add Only	Period Schedule	Period Schedule ID	Period Schedule Name*	Frequency
1	1		1_MONTHLY		1_Monthly	Monthly
2	1		1_MONTHLY			
3	1		1_MONTHLY			
4	1		1_MONTHLY			
5	1		1_MONTHLY			
6	1		1_MONTHLY			

3. If necessary, modify the template

You may need to modify the spreadsheet template before you can populate it with your data. Use caution when modifying templates. Some changes can cause integrations to fail.



[Resource: For more information, search Workday Community for:](#)

[Concept: EIB Template Models and Spreadsheet Templates](#)

4. Prepare EIB spreadsheet

Prepare the spreadsheet by populating it with the data you need to import.

5. Launch the spreadsheet upload

When the spreadsheet is ready for loading into Workday, use the [Launch / Schedule Integration](#) task to import the data. This task supports integrations built with the Enterprise Interface Builder (EIB) and most integrations in the Workday Integration Network.



[Note: You will practice using EIB later in this course.](#)

To view all the run categories in system \Rightarrow "All Run Categories"

Regular Non-Regular

Chapter 2 – Payroll Processing Framework

can be shared among pay group.

RUN CATEGORIES

When you calculate payroll, on-cycle or off-cycle, Workday refers to the run category to determine who and what to process for the pay period. A run category specifies:

cannot have multiple run-category

for one paygroup

- What workers to process, based on status or other selection criteria.
- Taxation and processing rules, including minimum net pay amount (when using net pay validations).
- Which pay components to process, including which to process automatically for terminated workers, workers on leave, and when making off-cycle payments.

REGULAR AND NON-REGULAR

Run categories can be regular or non-regular. When you specify a run category as regular, it indicates that the run category is for a regular payroll run rather than a bonus, commission, or other type of run. Typically, a regular run category assumes a regular taxation method, while a non-regular run category may have other taxation methods that apply.

View Run Category	
FRA Regular	Actions
Name	FRA Regular
Run Category Country	France
Used in Payroll Interface	No
Regular Run Category	Yes
View Run Category	
FRA Advance Pay	Actions
Name	FRA Advance Pay
Run Category Country	France
Used in Payroll Interface	No
Regular Run Category	No

After you create run categories, you assign them to pay groups. A pay group can have multiple run categories, but only one regular run category.

You must also set up payment election rules for run categories with the [Maintain Payment Election Rules](#) task.

RUN CATEGORY TABS

When creating, editing, and viewing run categories, some basic information displays in the page header, and the remaining information displays on the following three tabs:

- General
- Nonactive (On Cycle, On Demand Replacement)
- Off Cycle (On Demand Additional, Manual)

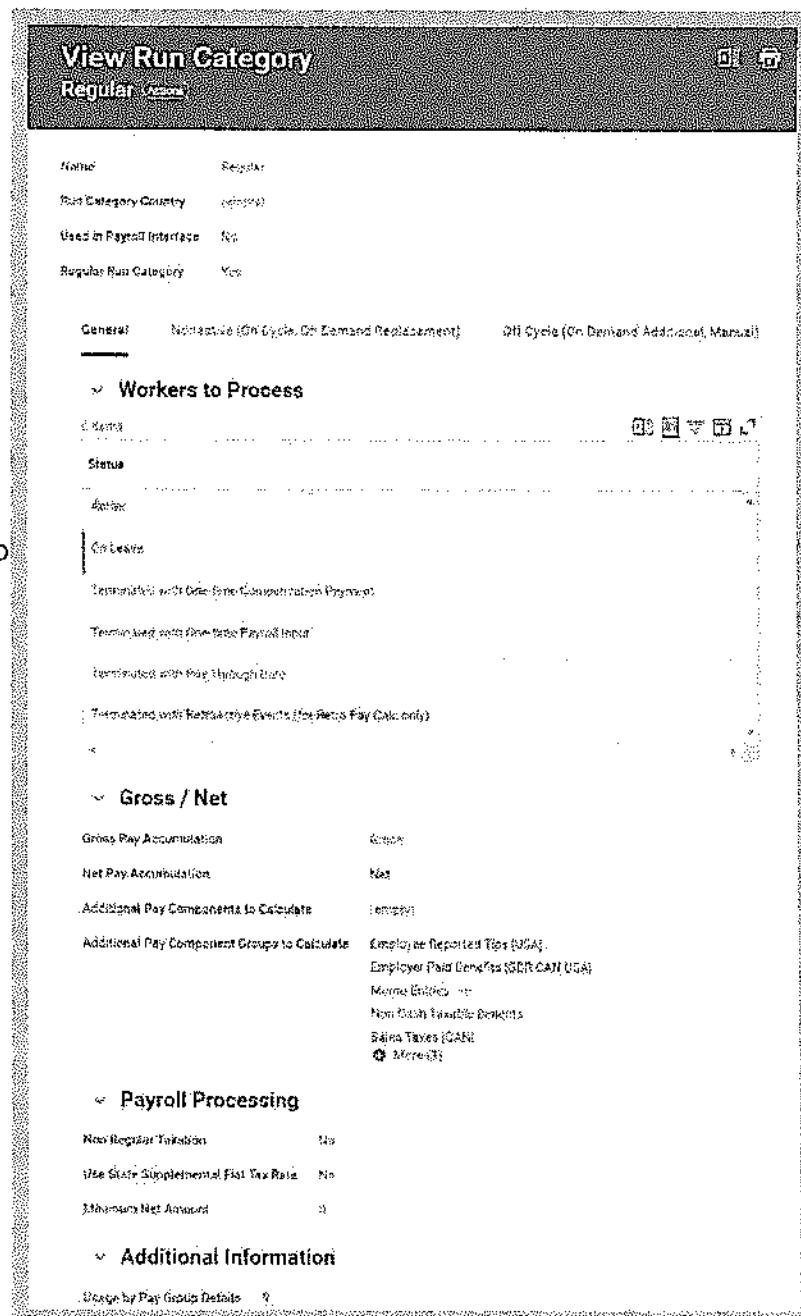
PAGE HEADER

The top of the page displays the run category name, country, and specifies if the run category is used in a payroll interface. There is also an indicator to identify regular run category, which signifies that the run category is used for processing regular, on-cycle payroll.

GENERAL TAB

This tab includes the following sections:

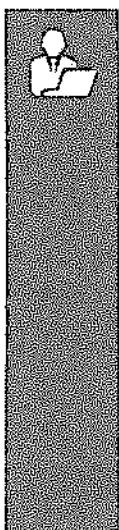
- Workers to Process:** Identifies which workers the run category will process. You can specify workers based on status, such as *Active*, and on selection criteria, such as *Worker Hire Date > 15th of Month*.
- Gross/Net:** Identifies gross and net pay accumulations, additional pay components to calculate, and additional payroll processing taxation details.
- Payroll Processing:** Includes settings for taxation and minimum net amount.
- Additional Information:** Identifies the pay groups using the run category.



Workers to Process Section

The Workers to Process section identifies what workers the run category processes based on worker status and selection criteria.

- Workers with a status of Active are usually included, unless the run category is for special Reduction in Force runs.
- Your run category can include workers with an on-leave status, workers who are terminated, and workers ending one job and starting another.
- You can include selection criteria using any Boolean calculation, which returns a value of true or false.



Examples:

A regular run category that includes workers who have a status of:

- Active
- On leave (for leave processing)
- Terminated (for severance and other pay after termination)
- Ended additional job (for trailing payments)

A bonus run category that includes workers who:

- Are active
- Are eligible to receive bonuses
- Have payroll input for the run category

For bonus run categories, Workday delivers calculations, such as [Payroll Input Exists for an Earning That Is Part of Gross Pay Accumulation for the Run Category](#). This Instance Value Calculation (IVC) returns true if the worker has payroll input for an earning that is part of the gross pay accumulation associated with the run category. It considers the run category and pay group eligibility, but not worker eligibility. The payroll input is valid for the current pay period (that is, it is either period-specific input or ongoing, but it applies to the current period). It does not matter if it is an override or an adjustment. Use this calculation if the only workers to be paid have payroll input, such as a commission or bonus, which is tracked in an external system and paid in a special run.

You can create an Instance Set Comparison of your own if you want to pay a particular compensation element, such as [Compensation Element Exists for Sub Period in Pay Period](#). Use this calculation if the run category includes only workers to be paid for selected compensation elements for the pay period, such as bonuses that are tracked in Workday Compensation.

Gross / Net Section

The Gross / Net section identifies the pay accumulations that calculate for the run category, and any additional pay components and PCGs to calculate.

Field	Description
Gross Pay Accumulation	Specify the pay accumulation that calculates gross pay.
Net Pay Accumulation	Specify the pay accumulation that calculates net pay.
Additional Pay Components To Calculate	Select additional earnings and deductions to calculate that are not part of an employee's gross or net pay but relate to the result.
Additional Pay Component Groups To Calculate	Select additional pay component groups to calculate that are not part of an employee's gross or net pay but are related to the result, such as: <ul style="list-style-type: none"> • Employer paid benefits • Non-cash taxable benefits • Statutory taxes (ER)

Payroll Processing Section

The Payroll Processing section includes settings for taxation and minimum net amount.

Field	Description
Non Regular Taxation	Check this box for non-regular run categories, such as bonus run categories, where you want taxes withheld at supplemental rates for all earnings processed.
Use State Supplemental Flat Tax Rate	This field applies to the US only. <ul style="list-style-type: none"> • The employee's company is configured to use an aggregate tax method such as the state supplemental tax method for separate checks. • And, the state permits the use of a flat tax method, including Estimated Annual Wages or Same as Federal.

Minimum Net Amount	Specify the minimum amount of net pay a worker can receive before Workday begins reducing or eliminating deductions to restore a worker's take home pay. By default, the Minimum Net Amount is zero. Note: You must specify deduction priorities on the Maintain Deduction Priorities page to enable Workday to restore a worker's net pay when total deductions exceed total earnings; if you do not set deduction priorities, net pay may fall below the minimum net amount.
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Additional Information Section

This section displays a link to the usage details. Click the number to view a list of pay groups using this run category.

NONACTIVE (ON CYCLE, ON DEMAND REPLACEMENT) TAB

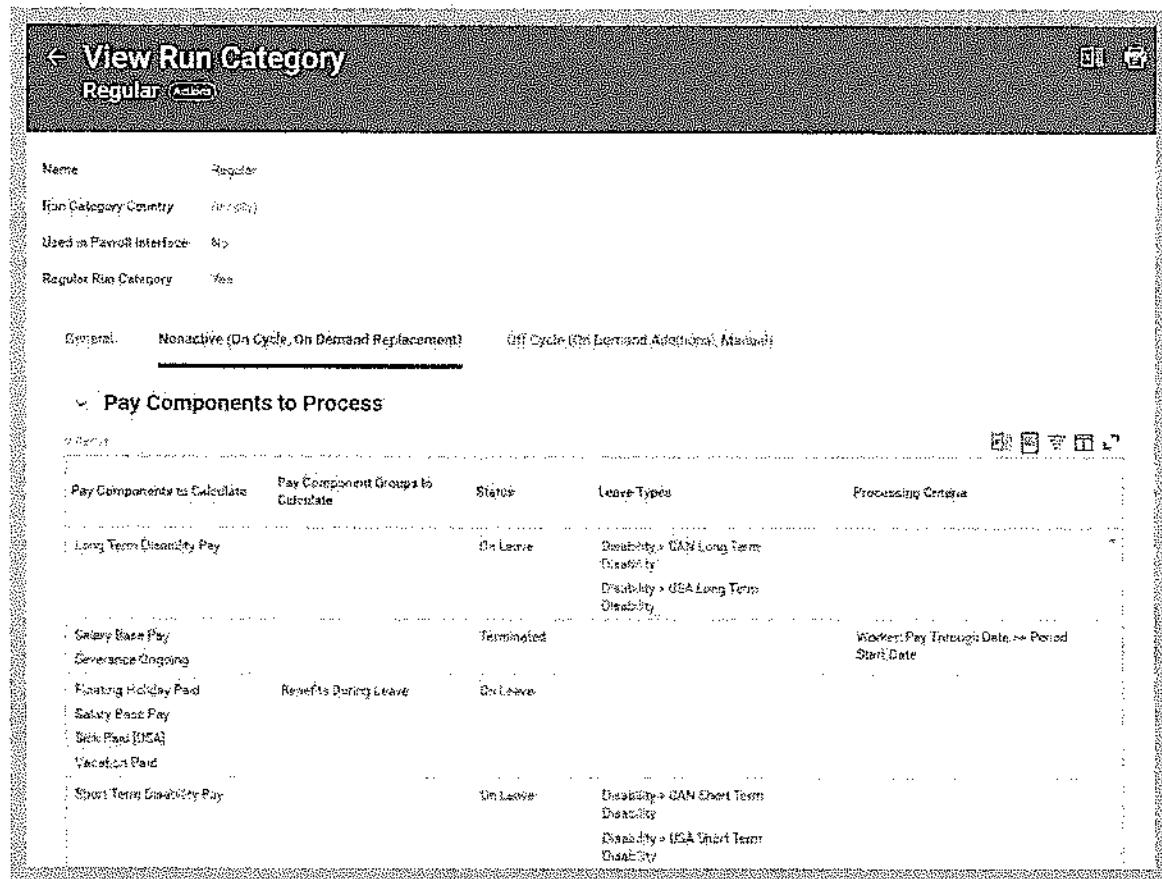
This tab controls the pay components to process for nonactive workers, such as terminated workers and workers on leave, who also meet the selection criteria defined on the General tab. You can process payroll for nonactive workers with either a payroll run (on-cycle) or an on-demand replacement payment (off-cycle).

- Rules you define for paying nonactive workers in on-cycle pay runs apply to jobs in the same pay group as a worker's primary job.
- The on-demand replacement payment replaces the payment that would be generated by the on-cycle payroll. On-demand replacement payments are commonly used when you need to pay a worker before the on-cycle payroll is complete, such as when a worker is terminated mid period and needs to be paid upon termination.

Use the Nonactive tab to specify what pay components to calculate based on specific statuses for workers who have already passed the criteria specified on the General tab. For instance, if you have special disability payments that must be processed for workers on certain leave or absence types, use this page to tie the pay component(s) or pay component group(s) to the leave type that receives that payment.



Note: Only leave types with the Payroll Effect option enabled are available for selection.



Workday always calculates statutory taxes (employer and employee) for on-cycle and on-demand replacement payments. For the selected nonactive workers who meet pay component eligibility, it also calculates:

- One-time payroll input for the period and one-time or bonus payments from Workday Compensation during on-cycle processing. To process on-going payroll input, select the pay component on the Nonactive tab.
- One-time or bonus payments from Workday Compensation in on-demand replacement payments. To process one-time or ongoing payroll input, select the pay components on the Input grid in the [Run On Demand Payment for Worker](#) task.

The fields on the Nonactive (On cycle, On Demand Replacement) tab are described in the following table.

Field	Value
Pay Components To Calculate	The pay component must belong to the gross, net, or additional pay components specified on the General tab.

Pay Component Groups To Calculate	<p>The pay component group must belong to the gross, net, or additional pay components groups specified on the General tab, such as Employer Paid Benefits.</p> <p>If you frequently process the same set of deductions for additional payments, you can create a pay component group and assign it to multiple run categories</p>
Status	<p>Specify whether to calculate the component for employees who are Terminated or On Leave. The combination of pay component (or pay component group) and status must be unique.</p>
Leave Types	<p>When the status is On Leave, select the leave types for which to calculate the pay component. Only leave types with the Payroll Effect option enabled are available for selection.</p> <p>To calculate the pay component for all leave types that have the Payroll Effect option enabled, skip this field.</p>
Processing Criteria	<p>Define criteria for calculating the pay component or pay component group.</p> <p>All criteria in the same row must be met. If you define criteria in separate rows (OR logic), criteria in at least one row must be met.</p> <p>If you do not define processing criteria for a status, Workday processes the pay component for all workers with that status.</p> <p>Workday provides many calculations you can use as criteria.</p> <p>Some Workday-owned calculations, such as Payroll Input Exists for an Earning that is Part of Gross Pay Accumulation for the Run Category, are too broad to use as processing criteria.</p>

OFF CYCLE (ON DEMAND ADDITIONAL, MANUAL) TAB

This tab lists pay components that calculate automatically for additional on-demand payments and manual payments. For instance, Workday will not automatically calculate employee retirement plan contributions on an on-demand additional payment unless listed on this tab.

View Run Category

Regular Active

Name	Regular
Run Category Country	US/CA
Used in Payroll Interface	No
Regular Run Category	Yes

General Non-cyclic (On Cycle, On Demand Replacement) Off-Cycle (On Demand Additional, Manual)

Pay Components to Process

Pay Components to Calculate	Pay Component Groups to Calculate	Type of Run	Off Cycle Reasons	Status	Leave Type	Processing Criteria
401(k) (USA)		On Demand Payment	Additional Pay	Active		
401(k) Catch-up (USA)						
401(k) Employer Match (USA)						
401(k) Rollo (USA)						
401(k) Retirement - Rollback to Taxable (USA)		On Demand Payment		Active		



Example: You will see examples of off-cycle payments in Chapter 10.

The fields on the Off Cycle tab are described in the following table.

Fields	Description
Pay Components To Calculate	The pay components included on this tab must belong to the gross, net, or additional pay components specified on the General tab.
Pay Component Groups To Calculate	Select a grouping of earnings or deductions to calculate. <u>Tip:</u> If you always process the same set of deductions for workers on leave, consider creating a pay component group for this purpose. You can assign the same pay component group to multiple run categories.

Type Of Run	The type of additional off-cycle payments the instructions apply to: Manual Payments or On Demand Payments.
Off-Cycle Reasons	The reasons listed here are available for selection when you run on demand pay calculations, allowing you to resolve the pay component for payments made for specific reasons, such as an off-cycle bonus payment. These reasons are tenanted.
Status	The status of employees for whom to calculate the pay component or pay component group: Active, Terminated or On Leave. The combination of pay component and status must be unique.
Leave Types	When the status is On Leave, select to which leave types the pay component applies. Only leave types with the Payroll Effect option enabled are available for selection.
Processing Criteria	<p>Define criteria for calculating the pay component or pay component group. Workers must meet these criteria in addition to the pay component eligibility requirements defined with the Create Earning or Create Deduction task (Criteria tab).</p> <p>All criteria specified in the same row must be met. If you define criteria in separate rows (OR logic), criteria in at least one row must be met.</p>

PAY ACCUMULATIONS

A pay accumulation is a set of earnings, deductions, pay component-related calculations, pay component groups, or other pay accumulations for which Workday can calculate a total. You specify which values add to or subtract from the pay accumulation.

Use accumulations to:

- Sum the value of a group of earnings, deductions, pay component-related calculations, pay component groups, or other pay accumulations.
- Add the value of some payroll elements to the total pay accumulation value while subtracting the values of others.

Workday delivers several predefined pay accumulations, such as:

- Federal Taxable Wages by Company
- Local Withholding Subject Wages by Company
- EI Wages by Company
- Gross Wages (T4) by Company/Province
- GBR Gross
- GBR Net

When defining run categories, remember that Gross and Net pay are specific types of accumulations.

Gross / Net

Gross Pay Accumulation	Gross
Net Pay Accumulation	Net
Additional Pay Components to Calculate (empty)	
Additional Pay Component Groups to Calculate <ul style="list-style-type: none"> Employee Reported Tips [USA] Employer Paid Benefits [GBR CAN USA] Memo Entries Non-Cash Taxable Benefits Sales Taxes [CAN] Statutory Taxes (ER) [USA] <u>Statutory Taxes (ER) - Canada [CAN]</u> Vacation Pay Earned [CAN] <input checked="" type="checkbox"/> Less (3) 	



Reminder: All run categories must be associated with Gross and Net pay accumulations.

PAY COMPONENT GROUPS (PCGS)

Like pay accumulations, pay component groups (PCGs) play an important role in the definition of run categories. A pay component group is a set of related earnings, deductions, and pay component-related calculations that returns an aggregate value for use in payroll calculations and reports.

Workday uses pay component groups for calculations and reporting. Workday delivers pay component groups for deductions, such as for taxes and withholding orders, and others for earnings, such as Adds to Gross and Employer Paid Benefits. You can also create your own PCGs to facilitate calculations.

When you create new earnings, deductions, or pay component-related calculations, remember to add them to the appropriate PCGs. Associate additional pay components or pay component groups with a run category to calculate the value of earnings/deductions that:

- Do not reduce gross pay.
- Are calculated for or in relation to the employee.

✓ Gross / Net	
Gross Pay Accumulation	Gross
Net Pay Accumulation	Net
Additional Pay Components to Calculate	(empty)
Additional Pay Component Groups to Calculate	<input type="checkbox"/> Employee Reported Tips [USA] <input type="checkbox"/> Employer Paid Benefits [GBR CAN USA] <input type="checkbox"/> Memo Entries <input type="checkbox"/> Non-Cash Taxable Benefits <input type="checkbox"/> Sales Taxes [CAN] <input type="checkbox"/> Statutory Taxes (ER) [USA] <input type="checkbox"/> Statutory Taxes (ER) - Canada [CAN] <input type="checkbox"/> Vacation Pay Earned [CAN] <input checked="" type="checkbox"/> Less (-)



ACTIVITY 2.3 – DEFINE GROSS AND NET PAY ACCUMULATIONS

Business Case: Create gross and net pay accumulations.

- The gross pay accumulation uses the Workday-delivered PCG Adds to Gross.
- The net pay accumulation uses the gross pay accumulation that you create.

TASK #1: DEFINE GROSS PAY

1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **Create Pay Accumulation** task.
3. Enter the following information:

Field	Entry Value
Name	1_Gross
Code	CL GR
Country	United States of America
Type	Gross
Add to Pay Accumulation > Pay Component Groups	Adds to Gross [CAN USA]

4. Click **OK** and **Done** to save your work.

TASK #2: DEFINE NET PAY

1. Access the **Create Pay Accumulation** task.

2. Enter the following information:

<i>Field</i>	<i>Entry Value</i>
Name	1_Net
Code	CL NT
Country	United States of America
Type	Net
Add to Pay Accumulation > Pay Accumulations	1_Gross [USA]
Subtract from Pay Accumulation > Pay Component Groups	<ul style="list-style-type: none">Post Tax DeductionsPre Tax DeductionsStatutory Taxes (EE) [USA]Withholding Order (All): Deductions [USA]

3. Click **OK** and **Done** to save your work.





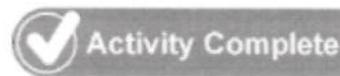
ACTIVITY 2.4 – EXPLORE A RUN CATEGORY

TASK #1: EXPLORE A RUN CATEGORY

1. Sign in as Logan McNeil (*/mcneil*).
2. Access the **View Run Category** report.
3. Select the **Regular** run category from the prompt and click **OK**.

TASK #2: DISCUSSION

1. What workers are eligible to be processed in this run category? *General Tab (Workers to Process)*
2. What gross and net accumulations calculate? *General Tab (gross/Net)*
3. What additional pay components calculate? *None*
4. What is the minimum net amount? *0*
5. What pay groups use this run category? (Hint: Click the **9** in the Additional Information section.) *Additional Info → 9 (click) in General Tab*
6. What pay calculates for workers on long term disability leave? *Nonactive (on cycle) Tab*
7. Will 401(k) Catch-up calculate for on demand additional payments? *Yes (off cycle (ondemand) Tab)*





ACTIVITY 2.5 – CREATE A RUN CATEGORY

Business Case: Create a run category. It should calculate the pay gross and net accumulations you just created.

TASK #1: CREATE 1_REGULAR RUN CATEGORY

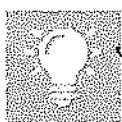
1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **Create Run Category** task.
3. Enter the following information:

Field	Entry Value
Name	1-Regular
Run Category Country	United States of America
Regular Run Category	Select checkbox

TASK #2: ENTER WORKERS TO PROCESS

1. Add six rows to the Workers to Process grid.
2. Enter the following information in the grid:

Row	Status
1	Active
2	On Leave
3	Terminated with One-time Compensation Payment
4	Terminated with One-time Payroll Input
5	Terminated with Pay Through Date
6	Terminated with Retroactive Events (for Retro Pay Calc only).



Tip: If you want to process workers who are ending one job and starting another, include statuses for Ended Additional Job.

3. Enter the following information in the Gross / Net section:

Field	Entry Value
Gross Pay Accumulation	1_Gross [USA]
Net Pay Accumulation	1_Net [USA]
Additional Pay Component	Employer Paid Benefits [GBR CAN USA]
Groups to Calculate	Statutory Taxes (ER) [USA]

4. Click **OK** and **Done** to save.



PAYMENT ELECTION RULES

Access the [Maintain Payment Election Rules](#) task to configure payment election rules for each run category defined in Workday.



Important: If you do not configure payment election rules for a run category, you will receive an error when you process payees in that run category and you will not be able to complete the payroll.

Payment election rules control how to pay workers for each type of pay they receive. They define:

- The payment types, such as check and direct deposit.
- The number of elections allowed for each pay type.
- How payments are distributed among split payment elections.
- The payment options that an employee can select on their own behalf.
- The payment options that an administrator can select on behalf of a worker.

After payment election rules are configured, workers can use the self-service [Maintain Payment Elections](#) task to specify how they want to receive payments.



Resource: For details on the Maintain Payment Election Rules page, search the Workday Administrator Guide for the [Maintain Payment Election Rules](#) topic.

④ Payment election rules are tied to the Run Category.



ACTIVITY 2.6 – EXPLORE PAYMENT ELECTION RULES

TASK #1: EXPLORE PAYMENT ELECTION RULES

1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **Maintain Payment Election Rules** task.

TASK #2: DISCUSSION

1. What are the Allowed Payment Types for Payment Elections for the GBR Regular run category?
2. What is the Default Payment Type for Initial Election for the Bonus run category?
3. How many payment elections can a worker elect on the Regular run category?
4. For the Bonus run category, can payments be split between Check and Direct Deposit?





ACTIVITY 2.7 – DEFINE PAYMENT ELECTIONS FOR RUN CATEGORY

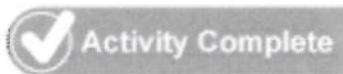
Business Case: You need to add the new run category (1_Regular) to the Regular Payments election rule.

You also need to verify the following:

- Allowed Payment Types: Check and Direct Deposit
- Allow Distributions By: Amount and Percent

TASK #1: MAINTAIN PAYMENT ELECTION RULES

1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **Maintain Payment Election Rules** task.
3. In the rule for Regular Payments, add **1_Regular** to the Run Category list.
4. Ensure that the requirements for payment types and distributions are met.
5. Click **OK and Done**.



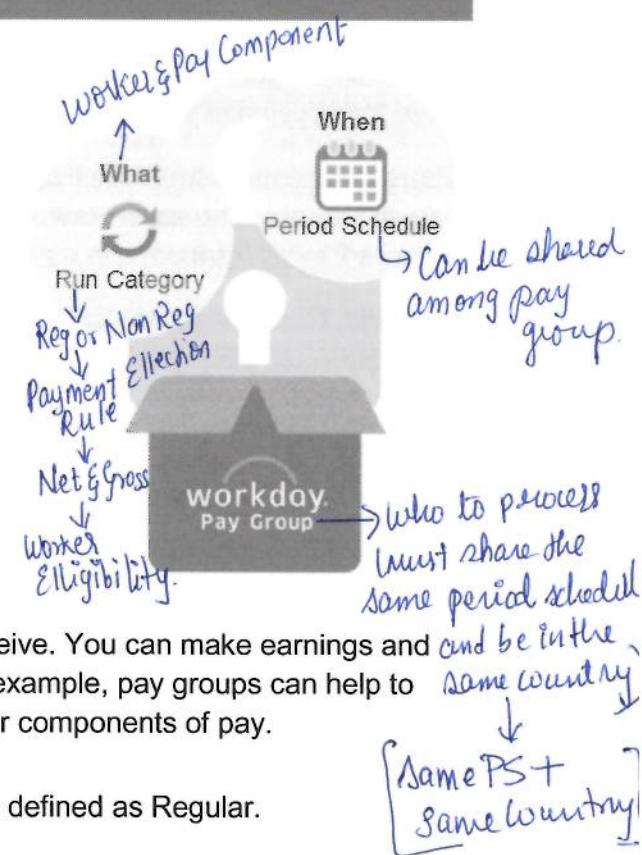
* For every "Run Category" we should have a "Gross & Net" pay accumulation.

PAY GROUPS

Pay groups are also part of the payroll framework. Workday uses pay groups to group workers for payroll processing.

Consider the following points about pay groups:

- They are an organization type that is unique to payroll.
- Pay groups are associated with one country.
- Members can belong to different divisions, departments, companies, and supervisory organizations.
- Members in a pay group share period schedules and run categories.
- Workers can only be assigned to one pay group unless using multi-job functionality.



Pay groups can also govern what payments workers can receive. You can make earnings and deductions available to workers in selected pay groups. For example, pay groups can help to define pay group eligibility for earnings, deductions, and other components of pay.



Note: Only one run category per pay group can be defined as Regular.



Example: Although Workday runs tax filing by company, it processes workers by pay group. You may divide workers into pay groups by criteria, such as:

- Shared period schedules.
- Shared work schedule.
- Exempt and non-exempt status.

The columns shall appear when viewing the Paygroup → Members tab
Worker, Position, FTE, Time Type, Department, Phone, Email, Instant messenger, location.

Organizations On WD

Supervisory (HCM)

Company (Financial - Tax ID)

Cost center (FIN/ACCT)

Pay Group (Payroll)

PAY GROUP SECURITY

A pay group is an organization type, like a company or supervisory organization. You can secure it to organization roles, such as Payroll Partner, to control who can set up and run the payroll process and which employees the role can access.

There can be more than one Payroll Partner per pay group managing and overseeing the payroll process. The same Payroll Partner can have responsibility for multiple pay groups. One or more Payroll Partners can manage the payroll process for a pay group.

Typically, Payroll Partners have authority only over the specific pay groups to which they are assigned while other roles such as Owner has access to their organization and all subordinates.

PAY GROUP VISIBILITY

When creating the organization type of Pay Group, you have the option to select the visibility to specify who can view the pay group and its members.

Group	Pay Group Visibility
Everyone	The organization is public and visible to everyone.
Role Assignees	The organization is visible to all workers assigned a role in the pay group.
Role Assignees and Members	The organization is visible to all workers and members assigned a role in the pay group.
Role Assignees of Current and Superiors	The organization is visible to workers assigned to a role in the pay group. They may also view subordinate pay groups.

PAY GROUP DETAILS

The Pay Group Details section of the Create Pay Group task is where you assign one or more run categories (and corresponding period schedules) to the pay group. For example, this pay group includes a regular run category and a (non-regular) quarterly bonus run category, each with its own period schedule.

Pay Group Detail	Run Category	Period Schedules	Pay Run Groups	Override First Processing Period	Days from Payment Date to Display Payslip	Usage Count
Q	Bonus	Quarterly	Quarterly Bonus Pay Run Group	11/01/2017 - 01/31/2018 (Quarterly)	0	0
Q	Regular	Weekly (Mon-Sun)		01/01/2018 - 01/07/2018 (Weekly (Mon-Sun))	-5	1

Override First Processing Period

Use this field to:

- Indicate the initial parallel run date.
- Specify the initial processing period for a pay group if the initial period differs from the first period in the period schedule. This is useful when the go-live date comes after the start of the year. For example, a mid-year deployment.

During mid-year payroll deployments, it is often necessary to import historical data into the system for periods that precede the go live date. In this situation, you should set the initial processing period to the first non-historical period processed by Workday Payroll. In other words, the period following the last period for which you imported historical data.



Example: Consider the following example for a US deployment:

- The Workday Payroll go live date is December 28, 2018.
- You load historical data for payees for 2018, as needed.
- The company uses a monthly payroll calendar.

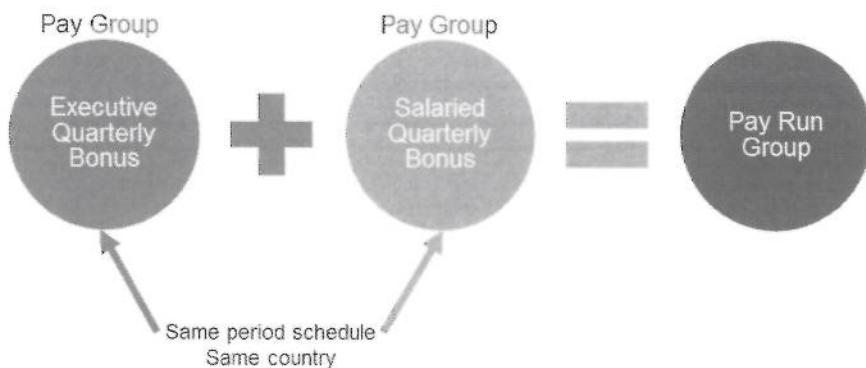
When you set up the pay groups, select December 28 2018 in the Override First Processing Period field, as December is the first pay period that Workday Payroll will be calculate and process.

Days from Payment Date to Display Payslip

Within the pay group, you can specify when payslips become viewable via employee self-service by entering the number in the Days from Payment Date to Display Payslip field. The number can be positive or negative. However, the payroll status must be Complete for the payslip to be viewable.

PAY RUN GROUPS

Pay run groups are an optional convenience feature. A pay run group associates a set of pay groups with selected run categories that can be processed and reported on together. When you calculate payroll or run reports, you can select the pay run group rather than the individual pay groups. You can also complete all pay groups within the same pay run group at once, saving time. Pay run groups must share a period schedule and be in the same country.



PAY GROUP ASSIGNMENT

You can assign workers to pay groups using several methods:

- **Automatic pay group assignment.**

You can create pay group selection rules so that workers and positions are automatically assigned to a pay group.

Note: You can assign one active pay group rule per pay group. In other words, five pay groups require five rules. A best practice is to define a pay group automatic assignment rule when you create the pay group. For details, see Workday Community.

- **Manual pay group assignment.**

Assign Pay Group is a standalone business process that allows you to manually assign the pay group to a worker. You can also use this process to assign the pay group to worker and position if using Multiple Job functionality.

- **Subprocess of a staffing transaction.**

You can add the Assign Pay Group business process as a subprocess to a staffing transaction.

- **Using iLoad (payroll consultants only).**



Important: You can only assign a worker to a pay group *after* you have assigned the worker to a company. The company is the primary organization for Workday Financial Management, and plays an important role for payroll, as this is where the tax identification number is located.

EDIT A PAY GROUP

To edit a pay group, access the pay group's related actions menu and select Organization > Edit Organization. Remember, pay groups are a type of organization in Workday.

The screenshot shows the 'Edit Pay Group' screen for 'USA Weekly'. The 'Actions' menu is open, and the 'Edit Organization' option is highlighted. Other visible options in the menu include 'Compute Team', 'Change Visibility', 'Edit Name / Code', 'View Associated Organizations As Of', 'Matrix Assignments', 'View Members As Of', 'View Org Chart As Of', and 'View Organization History'.

A pay group may need to be edited if there is a change to the first processing period date. Payroll history is payroll data for periods before the value in the Override First Processing Period field. Update the Override First Processing Period before calculating any payroll. Once payroll is calculated, you can no longer change the first processing period date.

The screenshot shows the 'Pay Group Options' screen for 'USA Weekly'. The 'Pay Group Details' section is expanded, showing the 'Override First Processing Period' field, which is set to '01/01/2017 - 01/21/2018 (Changed)'. Other visible sections include 'Pay Group Options' and 'All Pay Group Assignment Rules'.



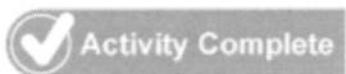
ACTIVITY 2.8 – EXPLORE A PAY GROUP

TASK #1: EXPLORE A PAY GROUP

1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **View Pay Group** report.
3. Select **USA Weekly** and click **OK**.

TASK #2: DISCUSSION

1. Which run categories are included in this pay group? *Click on the 'paygroup' tab → PayGroup details sections will tell the run categories related to the particular paygroup*
2. In which pay run group is the Bonus run category?
3. For the Regular run category, when can workers view their payslip?
4. Is Manny Soto in the pay group?
5. Who are the Payroll Partners for this pay group?





ACTIVITY 2.9 – CREATE PAY GROUP

Business Case: The company requires two pay groups: 1_Weekly and 1_Semi-monthly.

TASK #1: CREATE THE 1_WEEKLY PAY GROUP

1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **Create Pay Group** task.
3. Enter the following information:

Field	Entry Value
Availability Date	01/01/2018
Name	1_Weekly
Subtype	Pay Group (defaults)
Visibility	Role Assignees
Country	United States of America

4. Add a row in the Pay Group Details grid and enter the following information:

Field	Entry Value
Run Category	1_Regular
Period Schedule	1_Weekly
Override First Processing Period	04/02/2018 – 04/08/2018 (1_Weekly)
Days from Payment Date to Display Payslip	-1

5. Click the **Assign Roles** tab and notice how Logan shows up already assigned to the Owner role.

6. Add another role by clicking the Add Row icon.

7. Enter the following information:

Field	Entry Value
Role	Payroll Partner
Assigned To	Director, Payroll Operations – Betty Liu

8. Click **OK** to save.

9. Review the information.

TASK #2: ON YOUR OWN - CREATE THE 1_SEMI-MONTHLY PAY GROUP

Create a 1_Semi-monthly pay group that should be made available as of 01/01/2018. The pay group should meet the following requirements:

- Visible to role assignees.
- For workers in the U.S.
- Select the 1_Regular run category and the 1_Semi-monthly period schedule.
- Select 04/01/2018 – 04/15/2018 (1_Semi-monthly) for the Override First Processing Period field.
- Logan McNeil is assigned by default.
- Assign Betty Liu to the Payroll Partner role.





ACTIVITY 2.10 – ASSIGN PAY GROUP

Business Case: Assign workers to the pay groups that you just created. The workers already have a company assigned, so you can add them to your new pay groups.

TASK #1: ASSIGN THE 1_WEEKLY PAY GROUP TO WORKERS

1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **Assign Pay Group** task.
3. Enter the following information:

Field	Entry Value
Effective Date	01/01/2018
Worker	Select a worker from the list below.

4. Click **OK**.
5. Change the Proposed Pay Group to **1_Weekly**.
6. Click **Submit**.

Note: Depending on your organization's business process configuration, assigning a pay group may require an approval step.

7. From the Do Another section, click the **Assign Pay Group** link to assign a pay group to another worker.

Assign the **1_Weekly** pay group to each of the following workers:

- Aidan Mitzner
- Ben Adams
- Evelyn Welch
- Jen Waters
- Kelly Brown
- Kevin Turner
- Manny Soto
- Terry Givens
- Todd Hardy

TASK #2: VERIFY WEEKLY PAY GROUP ASSIGNMENT

1. Access the **1_Weekly** pay group.
2. Click the **Members** tab.
3. Verify the correct workers are assigned to the pay group. There should be nine members in the list.

TASK #3: ASSIGN 1_SEMI-MONTHLY PAY GROUP TO WORKERS

Assign the **1_Semi-monthly** pay group to the following workers, using **01/01/2018** as the effective date:

- Anthony Rizzo
- Eric Lazlo
- Jared Ellis

TASK #4: VERIFY SEMI-MONTHLY PAY GROUP ASSIGNMENT

1. Access the **1_Semi-monthly** pay group.
2. Click the **Members** tab.
3. Verify the correct workers are assigned to the pay group. There should be three members in the list.





ACTIVITY 2.11 – RUN A PAY CALCULATION

Business Case: Run a pay calculation for the 1_Weekly pay group to test your payroll framework.

TASK #1: RUN A PAY CALCULATION.

1. Access the **Run Pay Calculation** task.
2. Enter the following information:

Field	Entry Value
Period	04/02/2018 – 04/08/2018 (1_Weekly)
Pay Run Groups and/or Pay Group Details	1_Weekly: 1-Regular (Weekly)
Employees to Calculate	Smart Calculation (defaults)

3. Click **OK**, and then click the **Refresh** button until the Status displays **Completed**.
4. Click the Processed Payroll Results **number**.

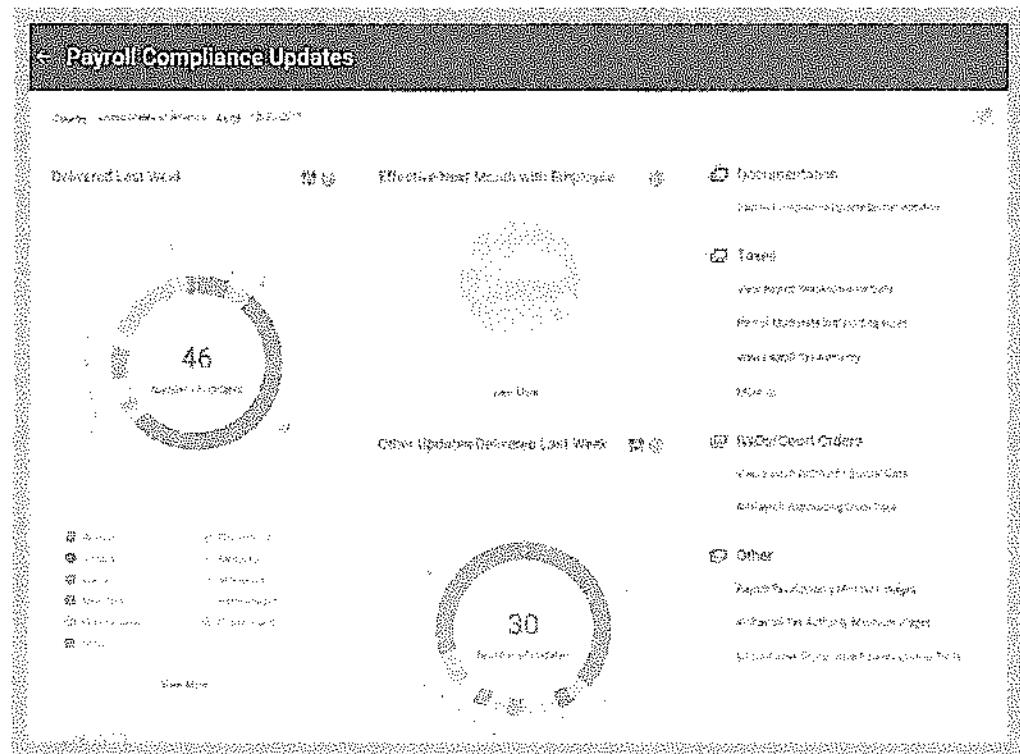
Note: The workers have zero net pay. You will correct that later in class.



PAYROLL DASHBOARDS

While not required for processing payroll, consider configuring payroll dashboards for your payroll team. Payroll dashboards provide insight into payroll and organize relevant reports and tasks. Recommended dashboards include:

- **Pay Cycle Command Center dashboard:** Provides access to payroll reports, tasks, and visual displays of results.
- **Payroll Year End dashboard:** Provides access to year-end tasks, past year-end statistics, and status of year-end forms.
- **Payroll Compliance Updates dashboard:** Provides visualization of the most impactful compliance changes and access to important details.



Dashboards are configurable, so that you can accommodate specific needs of your organization. Access the Maintain Dashboards report to configure and edit Workday-delivered dashboards, and to create custom dashboards.

Maintain Dashboards						
Dashboard	Type	Configure Content	Configure Measu	Annotations	View	Edit
Pay Cycle Command Center	Workday Delivered	Configure Content	Configure Measu	Annotations	View	Edit
Payroll Compliance Updates	Workday Delivered	Configure Content	Configure Measu	Annotations	View	Edit
Create Custom Dashboard						



CHAPTER 2 KNOWLEDGE CHECK

1. What three items comprise the payroll processing framework, which identifies the when, what, and who to process? → *Period schedule, Run Category, Pay group*
2. Workday Payroll, Absence, and Time Tracking can share period schedules.
 A. True
 B. False
3. What are two specific types of pay accumulations that you specified in your regular run category? → *Gross & Net*
4. What are run categories assigned to in order to pay workers?
 A. Individual workers
 B. Pay groups
 C. Period schedules
5. You cannot complete payroll until you have defined the payment election rules for the run category.
 A. True
 B. False
6. What is an organization type that is unique to payroll? → *Pay group*

CHAPTER 3 – TAX SETUP OVERVIEW

OVERVIEW

This chapter provides an overview of tax setup and allows you to explore company tax setup, worker tax details, and the Payroll Compliance Updates dashboard.

You will learn more about tax setup in the country-specific Learn Independent payroll courses.

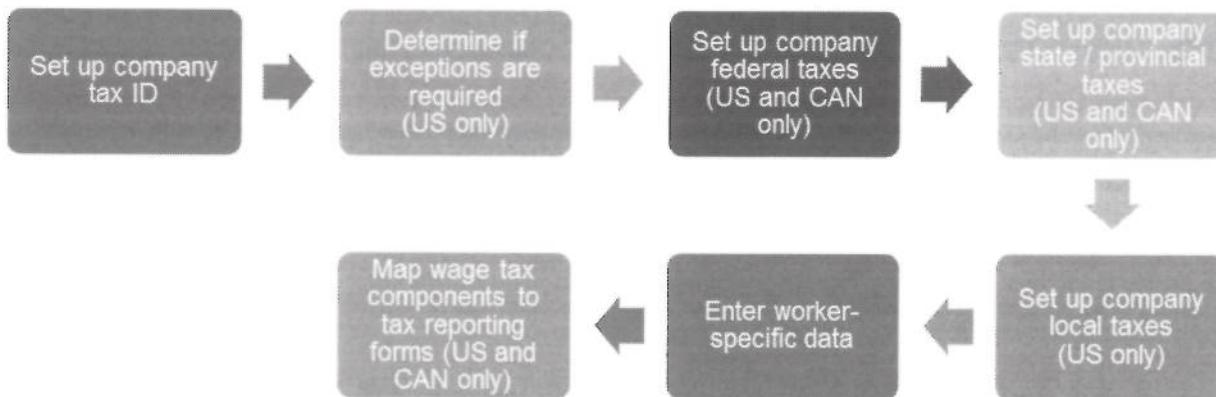
OBJECTIVES

By the end of this chapter, you will be able to:

- Identify tax setup tasks.
- Describe the Workday-delivered tax data.
- Explore worker tax elections.
- Use the Payroll Compliance Updates dashboard.

TAX SETUP STEPS

Tax setup differs by country, but generally involves the following tasks:



Tip: The following web services enable you to add or delete tax IDs and tax statuses for specific companies. These are secured to the Set Up: Tax domain.

- Get Company Tax Details web service.
- Put Company Tax Details web service.

WORKDAY-DELIVERED TAX DATA

Workday provides and maintains the following:

- Information on default tax values, which are delivered as Payroll Tax Authority Defaults. These values are used for new hires that have not previously entered their tax withholding elections.
- Deductions and pay component groups associated with payroll tax data according to country tax authorities.
- Federal, state/province, and local tax data for payroll tax processing.

One or more start dates indicate when values go into effect and determine which fields to display for which time frame for various tax reporting pages. Workday only accepts valid values for the associated tax authority.

WP maintains

- Default Tax Values for worker
- Deductions & PCGs associated with tax.
- Federal, state/province & local tax for payroll.



ACTIVITY 3.1 – EXPLORE COMPANY TAX ID SETUP

TASK #1: EXPLORE COMPANY TAX ID SETUP

1. Sign in as Logan McNeil (*/mcneil*).
2. Access the **Edit Company Tax Details** task.

TASK #2: DISCUSS

1. Select **Global Modern Services, Ltd (Canada)** and click **OK**. What Tax ID Type is listed?
2. Click the back arrow at the top of the page. Select **Global Modern Services SA (France)** and click **OK**. What Tax ID Types are listed?
3. Click the back arrow at the top of the page. Select **Global Modern Services, PLC (U.K.)**. What Tax ID Types are listed?
4. Click the back arrow at the top of the page. Select **Global Modern Services, Inc. (USA)**. What Tax ID Types are listed?



The Federal Tax Page format differs from country to country.
WD has set it up in such a way.



ACTIVITY 3.2 – EXPLORE FEDERAL TAX REPORTING SETUP

TASK #1: EXPLORE FEDERAL TAX CANADA REPORTING

1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **Edit Company Federal CAN Tax Reporting** task.
3. Select the company, **Global Modern Services, Ltd (Canada)**.
4. Click **OK**.

TASK #2: DISCUSS

TASK #3: EXPLORE FEDERAL USA TAX REPORTING

1. Access the **Edit Company Federal US Tax Reporting** task.
2. Select the company, **Global Modern Services, Inc. (USA)**.
3. Click **OK**.

TASK #4: DISCUSS



ACTIVITY 3.3 – EXPLORE PROVINCE AND STATE/LOCAL TAX ID SETUP

TASK #1: EXPLORE PROVINCE TAX REPORTING

1. Sign in as Logan McNeil (*lmcneil*).
2. Access the **Edit Company Province CAN Tax Reporting** task.
3. Select the company, **Global Modern Services, Ltd (Canada)**.
4. Select the province, **Quebec**, and then click **OK**.

What tabs are displayed? → *Province, Worker Comp, Sales Tax, Year End*

5. Click the **back** arrow.
6. Select the province, **Ontario**, and then click **OK**.

What tabs are displayed? → *Province, Worker Comp, Sales Tax*

TASK #2: EXPLORE STATE/LOCAL TAX REPORTING

1. Access the **Edit Company State and Local US Tax Reporting** task.
2. Select the company, **Global Modern Services, Inc. (USA)**.
3. Select the state, **Pennsylvania**, and then click **OK**.

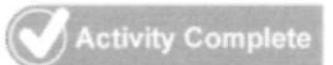
What tabs are displayed? → *State, Local, ESS Form*

What is the current SUI rate for PA? → *In the state tab → unemployment section → Employer Tax Override Rate value. (3-4)*

Are any local taxes configured? → *Yes*

4. Click the **back** arrow.
5. Select the state **Florida**, and then click **OK**.

What tabs are displayed?



Additional Training: You will learn more about tax setup and reporting in the country-specific LI courses.

WORKER TAX DETAILS

Worker tax details are loaded for workers during deployment. All workers must be assigned to a company and pay group prior to adding their tax details.

Ongoing management of worker tax details varies by country. For example:

- Workers in the U.S. and Canada can maintain their own tax withholding elections through the Employee Self-Service (ESS) Withholding Elections page. All U.S. state withholding forms and Canadian province tax elections are available through ESS.
- Workers in the UK do not have an option to elect tax withholdings through ESS. These values are assigned by the government.
- If a U.S. worker is missing tax elections, Workday uses the default elections specified on the [Payroll Tax Authority Defaults](#) report to calculate tax withholding.
- In the UK, you access the [Run UK Tax Code Uplift and Clear Down](#) task to uplift worker tax codes and clear down Week1 or Month1 entries.
- Work and home address are required for tax calculations in Canada and the U.S.



Resource: Search the Workday Administrator Guide for the following topics:

- Worker Tax Elections (CAN)
- Worker Tax Elections (FRA)
- Set Up Worker Taxes (UK)
- Worker Tax Elections (USA)

The following assist with auditing and maintaining worker tax setup:

- [View Workers with Missing US Tax Elections](#) report: Lists workers in a company who are missing federal or state tax elections at the end of the selected period.
- [Copy Tax Elections for Workers](#) task: Copies the tax elections for workers from one company to another, for events such as acquisitions.
- [Workers by Employee / Contingent Worker Type](#) report: Lists primary home and primary work addresses for workers.

Pre-requisites

CAN → Company, Pay Group, Work Addr, Home Addr.
 US → Work & Home Address
 UK →
 FRANCE →



ACTIVITY 3.4 – EXPLORE ADDING WORKER TAX ELECTIONS (U.S. AND CANADA)

TASK #1: EXPLORE U.S. WORKER TAX ELECTIONS

1. Sign in as Logan McNeil (*lmcneil*).
2. Access **Teresa Serrano**.
3. Click **Actions**, and then select **Payroll > Add US Tax Elections**.
4. Click **OK**.

TASK #2: DISCUSSION

1. Expand the **Current Active Elections** section.

How many allowances does Teresa claim for Federal Withholding?

How many allowances does she claim for State Withholding?

TASK #3: EXPLORE CANADIAN WORKER TAX ELECTIONS

1. Access **Alain DuBois**.
2. Click **Actions**, and then select **Payroll > Add CAN Tax Elections**.
3. Click **OK**.

Notice that the page is significantly different based on country.



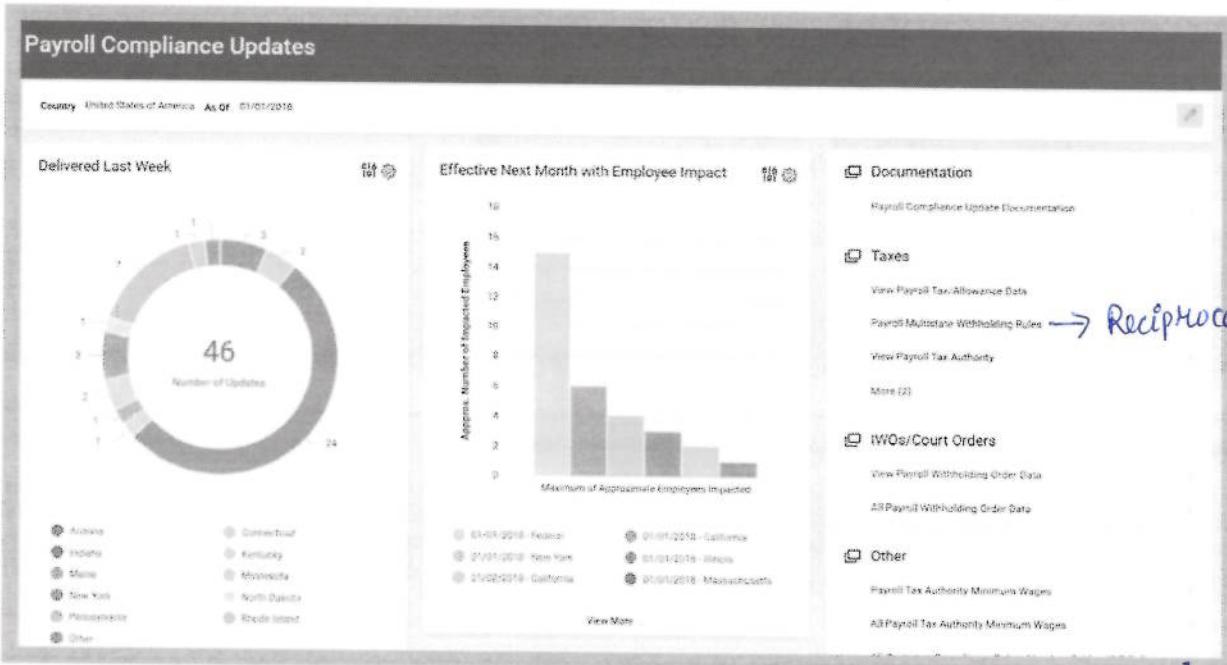
PAYROLL COMPLIANCE UPDATES DASHBOARD

Workday delivers and maintains tax data required for payroll tax processing, including rates, limits, and calculations. Compliance-related changes are delivered with the weekly service updates.

To manage compliance changes, use the [Payroll Compliance Updates](#) dashboard, which provides visualization of the most impactful compliance changes and access to important details. The dashboard helps you answer the following questions:

- How can I tell what compliance updates Workday delivered in the last service update?
- How do I remember compliance updates that may impact upcoming payrolls when Workday delivered them weeks or months ago?
- What specific rates, limits, and calculations are used?

The Payroll Compliance Updates dashboard displays worklets and a menu listing related tasks and reports, providing a single-point-of-access for managing payroll compliance updates.



The dashboard displays three worklets. You can click any within a worklet to access details. Dashboards are configurable. You can add other reports and tasks to this dashboard, as needed, and remove those you do not want.

The Delivered Last Week Worklet

- Provides visualization to updates delivered in the last seven days (As Of date – seven).
- Counts the number of updates delivered, summarized by update group (such as federal or province for Canada).
- Allows you to drill down into details to identify the approximate number of workers who may be impacted by the update.

"All Payroll Tax Data" → Is a report to view all tax details WD has provided.

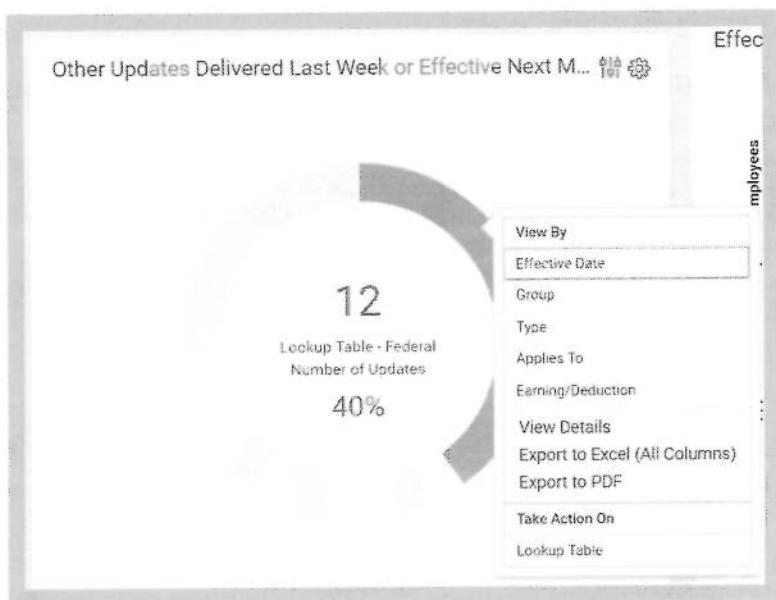
Chapter 3 – Tax Setup Overview

The Effective Next Month with Employee Impact Worklet

- Provides visualization to updates effective in the next month (As Of date + one month) that will impact one or more workers.
- Allows you to drill into details for information on all updates, even those with an estimate of zero workers affected.

The Other Updates Delivered Last Week or Effective Next Month Worklet

- Identifies minimum wage and lookup table updates.
- Provides visualization to the types of updates that were delivered in the last seven days (As Of date – seven), or that are effective in the next month (As Of date + one month).
- Allows you to drill into details.



The dashboard also includes a navigation menu with access to common compliance tasks and reports. You can configure the menu by accessing Maintain Dashboards > Configure Menu.



Tip: For more compliance information, access the [Global Compliance Library](#) report, which provides access to rates, limits, and calculation logic descriptions for rules maintained by Workday for supported countries.